

Clinical, Laboratory, and Practicum Requirements

Clinical, Laboratory, and Practicum Requirements – *New Associate of Applied Science Degree and Funeral Director’s Programs 2025*

All students are required to meet the graduation requirements outlined in the *College Catalog* to successfully complete the Associate of Applied Science (AAS) Degree Program or the Funeral Director’s Program (Dallas Institute only). These requirements include a combination of academic coursework and hands-on training experiences designed to ensure technical competence in funeral service practice.

Major components of the graduation requirements include:

- Clinical Embalming
- Restorative Art Laboratory
- Funeral Director Practicum

This document provides general descriptions and logistical considerations for each component. Course syllabi contain additional detailed instructions. Requirements are uniform across on-campus and distance learning modalities, though the methods and timing for completion may vary and are specified where applicable.

Embalming Clinical Requirement

Students enrolled in the AAS Degree Program must complete a minimum of eleven (11) embalming cases under the supervision of a certified preceptor at an approved clinical site. The 12th and final embalming case will be overseen and certified by a quality faculty member on campus during week 11 of the sixth quarter.

Clinical Site Affiliation Process

Students are responsible for selecting or securing a clinical site to complete their embalming cases. The process includes the following steps:

1. Preceptor Selection

- Students may choose from an extensive list of college-approved clinical preceptors, accessible on the Embalming Clinical Course Page in Blackboard.
- If a student selects a site not on the approved list, the site must undergo inspection and certification by the College.

2. Notification Deadline

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- Students must be affiliated with a funeral home by the end of Week 8 of *COR 220 – Embalming I* to allow time for site inspection and approval.

3. Site Affiliation Requirements

- The location must meet ABFSE standards for clinical embalming, this means:
- The funeral director or embalmer-in-charge (FDIC/EIC) must provide the following items to students so it can be kept on file with the campus:
 - A completed *Location Affiliation Agreement*.
 - A completed Preceptor Application for any practitioner that will oversee and sign off on cases
 - A copy of each preceptor's funeral director or embalmer's license. (dual or single license)
 - The results of a formaldehyde exposure test. Not more than three (3) years old.
 - A current business license for the location being affiliated with.
- The facility must be inspected and approved by a qualified faculty member prior to the start of instruction.

4. Preceptor Certification Requirements:

- Submit a completed *Offsite Clinical Preceptor Application*.
- Provide proof of a valid embalmer license.
- Complete preceptor training and quiz on Blackboard.
- Fulfill all additional requirements outlined in the Clinical Handbook.

Once all documentation is verified, and training is complete, the College will issue official approval and certification.

Clinical Embalming Case Schedule

1. **Cases 1–6:** Completed during *COR 222 – Embalming Lab I*.
2. **Cases 7–11:** Completed during *COR 226 – Embalming Lab II*.
3. **Case 12 (Final Case):** Must be completed on-campus or in the presence of a qualified faculty member, in accordance with ABFSE guidelines, to demonstrate technical competency.
 - **On-Campus Students:** Perform the final embalming under supervision during *COR 226*. Students are grouped in teams of no more than five (5) for this process.
 - **Distance Learning Students:** Report to campus during the final week of *COR 226* to complete this certification in similar small groups.

Restorative Art Laboratory Requirements

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All students must fulfill the Restorative Art Laboratory requirements through both distance and in-person instruction. See modality specific details below.

1. Instruction occurs during:
 - o *COR 232 – Restorative Art Lab I*
 - o *COR 236 – Restorative Art Lab II*
2. Note: The College provides necessary laboratory supplies during on-campus sessions.

Modality-Specific Details

1. **On-Campus Students:** Practice restorative art techniques under direct instructor supervision throughout the lab courses.
2. **Distance Learning Students:**
 - o Complete assigned work in quarters four (4) and six (6) via instructor-led live presentations and tutorial videos.
 - o Submit photo and video documentation of their work.
 - o Attend on-campus labs during the final week of *COR 236* to complete hands-on activities and the final embalming case. Supplies are issued and must be returned after the session.

Funeral Director Practicum

Students in the AAS or Funeral Director Program must fulfill specific funeral directing skills as part of their curriculum.

Practicum Components

Each student must complete each of the items below. Please note all items below may be completed in a simulated setting with the exception of attending five (5) funeral services.:

- Five (5) first calls.
- Five (5) arrangement conferences.
- One demonstration of a body removal.
- One demonstration of dressing, casketing, and preparing a decedent for disposition.
- Attendance at five (5) funeral-related practices; at least one must be live and in-person. Three of the five must be from the following list: Liturgical, Non-liturgical, Secular, Chapel, Graveside, Miliaraty, Fraternal, Memorial (without the deceased), Direct Cremation, or Other (describe). Credit may be awarded for only one experience per case (i.e. the same funeral cannot satisfy a liturgical service and a graveside service.)
- As a part of the arrangement conferences, the student must utilize or create each of the following at least once:

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- 1. First Call Sheet
- 2. Arrangement Form
- 3. Embalming Authorization Form
- 4. Cremation Authorization Form
- 5. Federal Trade Commission Compliant General Price List
- 6. Federal Trade Commission Compliant Casket Price List
- 7. Federal Trade Commission Compliant Outer Burial Container Price List
- 8. Death Certificate
- 9. Burial Transit Permit
- 10. Statement of Death by a Funeral Director
- 11. Death Notice
- 12. Obituary
- 13. Veteran's Flag Application
- 14. Veteran's Burial Benefits Form
- 15. Veteran's Headstone and Marker Forms
- 16. Federal Trade Commission Compliant Statement of Funeral Goods and Services Selected

Course Integration and Expectations

COR 207 – Funeral Directing

- Three (3) distinct arrangement conferences, including one for a military/veteran case.
- Two (2) different funeral event observations, each event must be unique and not repeated. *No duplicates allowed.*

2. COR 213 – Funeral Service Sociology

- Two (2) arrangement conferences, including one involving cremation disposition.
- Three (3) different funeral event observations, each event must be unique and not repeated, with at least one (1) being a live/in-person event. *No duplicates allowed.*

3. Demonstration Requirements *For AAS students only

- **On-Campus Students:** Complete removal, dressing, and casketing demonstrations during *COR 226 – Embalming Lab II* under faculty supervision.
- **Distance Learning Students:** Attend campus during the final week of *COR 226* for completion under qualified faculty supervision.

As a component of the COR 207, and COR 213 courses, students are required to participate in a funeral arrangement simulation, a one-day intensive online experience.

1. **Mandatory Participation:** Non-attendance disqualifies students from taking the final exam.

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2. Activities Include:

- Content-specific lecture.
- Completion of various practicum components.

Documentation Requirements

Students must submit all Embalming Clinical and Funeral Director Practicum documentation in Blackboard under the designated course pages. All submissions must be complete, accurate, and timely to meet graduation eligibility.

Boot Camp – Capstone Preparation

As a component of the *CAP 290*, *CAP 292*, and *CAP 294* Capstone courses, students are required to participate in Boot Camp, an intensive online review experience.

1. Mandatory Participation:

Non-attendance disqualifies students from taking final and board exams.

2. Activities Include:

- Content-specific lectures.
- Workshops and interactive activities.
- Practice exams and review sessions.

Dates for Boot Camp are published in the Academic Calendar and listed in the *College Catalog*.

On-Campus Requirements for Distance Learning Students

Distance Learning Students must be on campus to complete the following:

1. Final embalming case (12th case)
2. Restorative Art Lab hands-on components
3. Clinical demonstrations required in:
 - *COR 226 – Embalming II Lab*
 - *COR 236 – Restorative Art Lab II*

Note: Students should prepare for up to four (4) full days on campus at the end of the quarter that includes these courses. Students are responsible for all travel, lodging, and meals unless otherwise noted by the College.